



PURCHASING OFFICE

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REQUEST FOR FAX QUOTATION - SERVICES

NUMBER OF PAGES (including cover): 4

Issue Date: 6/27/2016

INSTRUCTIONS/GENERAL CONDITIONS

QUOTATION #161702

DUE DATE/TIME 7/5/16

TITLE Move Graphic Art Equipment

1. Quotations subject to the conditions stated herein and attached hereto, are hereby invited and will be received at this office until the above noted due date and time for furnishing the items and/or services as specified. **QUOTES MUST BE SIGNED. FAX RESPONSES TO 225-216-8039 or email to constantinm@mybrcc.edu.**
2. ALL PRICES MUST BE FIRM AND ARE TO BE QUOTED COMPLETE .
3. Do not include State Sales Tax or Federal Excise Tax; same will be added if applicable.
4. Discount terms for less than 30 days will not be considered for award purposes.
5. NA
6. Unless otherwise called for in the specifications, all products are to be new, current model, and of best quality as measured by acceptable standards of the trade, and any defects in any product may cause its rejection. WHEREVER MANUFACTURER'S TRADE OR BRAND NAMES APPEAR IN THE SPECIFICATIONS, IT IS TO BE ASSUMED THAT EQUAL PRODUCTS WILL BE CONSIDERED UNLESS OTHERWISE SPECIFIED BY THE COLLEGE. ANY BIDDER PROPOSING EQUAL PRODUCTS IS TO SUBMIT WITH QUOTATION COMPLETE INFORMATION, INCLUDING SPECIFICATION AND PICTURES DEPICTING PROPOSED EQUALS. QUOTATIONS NOT SPECIFYING BRAND NAME AND MODEL NUMBER SHALL BE CONSIDERED AS OFFERING THE EXACT PRODUCT SPECIFIED. Where applicable, all products are to be covered by standard factory warranty unless otherwise specified by College.
7. Worker's Compensation insurance, public liability, and property damage insurance, as outlined below, are required for this Bid. Contractor's Liability Insurance: Proof of Insurance should be supplied with the Bid and will be required before the services and work may commence. Insurance coverage specified below shall be furnished with the following minimum limits: Worker's Compensation Insurance: The contractor and subcontractors shall take and maintain during the life of the contract workman's compensation insurance for all of their employees employed to provide any of the work or services of this contract. In case any class of employees engaged in hazardous work under the workman's compensation statue, the contractor and subcontractor shall provide employer's liability insurance for the protection of their employees not otherwise protected. Public liability and property damage insurance: Comprehensive public general liability insurance, including but not limited to bodily injury, property damage, contractual liability, products liability, completed operations and owner's protective liability with combined single limits of \$500,000 per occurrence with a minimum aggregate of \$1,000,000.00. Licensed and non-licensed motor vehicles: The contractor shall take out and maintain during the life of the contract, automobile public liability insurance in an amount not less than combined single limits of \$500,000 per occurrence for bodily injury/property damage. If any non-licensed motor vehicles are engaged in operations within the terms of the contract of the site of the work to perform thereunder, such insurance shall cover the use of all such motor vehicles engaged in operating within the terms of the contract on the site of the work to be performed thereunder or services otherwise provided, unless such coverage is included in the insurance specified.
8. Successful Bidder is responsible to inspect any site required for the services and have acquainted himself with all of the conditions under which the work will be performed. No additional compensation will be granted because of unusual difficulties which may be encountered in the execution of the work or services.

9. Bidders are responsible to verify measurements and amount of supplies prior to submitting a bid.
10. Successful Bidder shall furnish all necessary permits, licenses and certifications as may be required for the performance of the required services.
11. All work and services performed under this contract shall be subject to inspection by BRCC, its staff or a specialist designated by BRCC to ensure compliance with all terms and conditions of this contract at BRCC's expense.
12. In the event services are rejected as unsatisfactory or failing to comply with all terms and conditions of this contract, the successful Bidder shall redo the work at its sole cost and expense, or the contract may be cancelled at the option of BRCC.
13. Indemnity. Contractor agrees, upon receipt of written notice of a claim or action, to defend the claim or action or to take other appropriate measures to indemnify, and hold harmless, the Baton Rouge Community College, and its members, its officers, its agents and its employees from and against all claims and actions for bodily injury, death or property damages caused by the fault of a contractor, its officers, its agents, or its employees. Contractor is obligated to indemnify only to the extent of the fault of the contractor, its officers, its agents, or its employees. However, contractor shall have no obligation as set forth above with respect to any claim or action from bodily injury, death or property damages arising out of the fault of the Baton Rouge Community College, its members, its officers, its agents or its employees.
14. Purpose. The purpose of this contract is to provide the specified services. The terms and conditions of this specification are incorporated into and are an essential part of the services. The contractor shall perform all services in a safe manner, in a manner to conform to the highest standard of good trade practices, in accordance with applicable laws and regulations and in accordance with manufacturer's performance specifications.
15. NA
16. Contract Cancellation. The Baton Rouge Community College has the right to cancel any contract, in accordance with its purchasing rules and regulations, for cause, including but not limited to, the following: (1) Failure to deliver within the time specified in the contract; (2) Failure of the product or service to meet specifications, conform to sample quality or to be delivered in good condition; (3) Misrepresentation by the contractor; (4) Fraud, collusion, conspiracy or other unlawful means of obtaining any contract with the Baton Rouge Community College; (5) Conflict of contract provisions with constitutional or statutory provisions of state or federal law; (6) Any other breach of contract.
17. Default of Contractor. Failure to deliver within the time specified in the Bid will constitute a default and may cause cancellation of the contract. Where the Baton Rouge Community College has determined that the contractor to be in default, BRCC reserves the right to purchase any and all products or services covered by the contract on the open market and to charge the contractor with the cost in excess of the contract price. Until such assessed charges have been paid, no subsequent Bid from the defaulting contractor will be considered.
18. Termination for Non-Appropriation of Funds. The continuance of the contract is contingent upon the appropriation of funds to fulfill the requirements of the contract by the legislature. If the legislature fails to appropriate sufficient monies to provide for the continuation of the contract, or if such appropriation is reduced by the veto of the Governor or by any means provided in the appropriations act or Title 39 of the Louisiana Revised Statutes of 1950 to prevent the total appropriation for the year from exceeding revenues for that year, or for any other lawful purpose, and the effect of such reduction is to provide insufficient monies for the continuation of the contract, the contract shall terminate on the date of the beginning of the first fiscal year for which funds are not appropriated.
19. By accepting a purchase order resulting from this Request for Quotation, non-resident firms certify they have paid all taxes duly assessed by the State of Louisiana and its political subdivisions, including franchise taxes, privilege taxes, sales taxes, and all other taxes for which they are liable, to the state and its political subdivisions.
20. Applicable Law. All contracts shall be construed in accordance with and governed by the laws of the State of Louisiana.
21. If unable to quote, return only cover sheet marked "No Quote" with signature in order to assure remaining on bidder's list.
22. Email inquiries may be directed to the Purchasing Office with above quotation number for reference at constantinm@mybr.cc

In compliance with the above fax quotation and subject to the conditions thereof, the undersigned offers and agrees, if this quotation be accepted within _____ days from the due date, to furnish any and all of the items (or sections) at the price set opposite each item (or section).

BIDDER _____

ADDRESS _____

BY _____

TITLE _____

PHONE NO. () _____

E-MAIL _____

FAX NO. () _____

SCOPE OF WORK

Provide equipment and transportation to move graphic art equipment from BRCC Acadian campus, 3250 N Acadian Thruway, Baton Rouge, LA 70805 and move to and set in place at BRCC Frazier campus, 555 Julia Street, Baton Rouge, LA 70802. A site visit of the Acadian campus is scheduled for 9:00 – 10:00 a.m. Thursday June 30, 2016. Site inspection of the Frazier campus will follow.

The Acadian Campus has a large roll up door for easy loading. The Frazier campus has standard double glass doors.

Original Heidleberg Press	BRCC 31500601412*	1
Magnum 28 IT-Mercury Prlnte	State of LA 072-53754	1
ABdick 9810XCS Offset Litho	BRCC 31500600231	1
Tempest Hot Air Drying System	BRCC 31500600173*	1
Dick Blick Sign press	None Available	1
Signpress blue Shelving and Draw	None Available	1
Black LRG Letterpress Drawer	None Available	1
Large Dark Room Door	None Available	1

LUMP SUM PRICE FOR THIS MOVE: \$ _____



